

Montana Breast and Cervical Health Program Expected Outcomes from Administrative Sites For Medical Service Provider Liaison Activities

1. Administrative site coordinators will ensure that individual medical service providers or provider groups, and their office staff receive:
 - The MBCHP Policy and Procedure Manual and attend a program orientation upon enrollment, and yearly thereafter. This may be accomplished in a group setting or individually.
 - An updated MBCHP Policy and Procedure Manual within one month after an update is published.
 - Regular updated MBCHP information that is essential for their participation in the program, within one month after an update is published. (Billing information, data collection forms, fee schedules, income guidelines, program policy changes, and algorithms.)
 - Ongoing assistance on how to accurately complete the MBCHP data collection forms, and how to follow the clinical screening algorithms for breast and/or cervical cancer.
2. Administrative site coordinators will develop, implement, and maintain, as a part of their work plan, strategies and activities to include medical service providers as key partners in the MBCHP.
3. Administrative site coordinators will assist enrolled medical service providers to:
 - Understand and comply with program policies, particularly the cervical screening policy.
 - To comply with the agreement to accept the assigned Medicare reimbursement rate on the MBCHP fee schedule.
4. Administrative site coordinators will partner with enrolled medical service providers to implement case management services for women with abnormal test results, and for women who have been diagnosed with breast and/or cervical cancer through the MBCHP.
5. Administrative site coordinators will assist the state MBCHP office and its fiscal agent, Montana Medical Billing (MMB), to identify the enrolled medical service providers in their multi-county area that are not submitting claims, or submitting partial or incorrect claims.
6. Administrative site coordinators will work with the state MBCHP office and MMB, to identify pending or ongoing collection activities against MBCHP clients.
7. Administrative site coordinators will direct enrolled medical service providers to call MMB for claims resolution or dispute.